

4C CEL MATTERS

NEWSLETTER

A publication provided by the 4C Council of Santa Clara County, Inc., as a resource for all agencies utilizing the Santa Clara County Centralized Eligibility List (CEL) System

Volume 1, Issue 3

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State Reports

Child Development Centralized Eligibility List System (CDCELS)



CEL will provide information that will help determine the "real" need for subsidized child care in California.

Each quarter, 4C's and other CEL Administrators from all 58 counties in California send family and child CEL information to the *Child Development Centralized Eligibility List System (CDCELS)*.

The State Legislature is planning to review statistical information gathered from CEL. This information will help predetermine future child care funding.

Processing CEL Referrals

The CEL Process



Contractors are required to refer eligible families that are not enrolled in their program to the CEL Administrator using the referral form.

The 4C Council has developed a process for handling referrals, see below.

Step 1: A referral is submitted by the contractor via fax, mail, email or in-person.

Step 2: The referral form is distributed to CEL staff who complete a four-page, intake (application) form.

Step 2a: If the referred family is over income, already receiving subsidy, declines services, needs care out of the county or is unreachable, then they are categorized as ineligible and are not placed on CEL.

Step 3: The family and child information on the completed intake form is entered into NoHo CEL.

Step 4: The family is marked active "waiting", and available for enrollment in a subsidized program.

Once families update their information on CEL every 3-months, their new details are recorded and captured on CEL.

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User Feedback

A CEL System Evaluation

The CEL system earns a passing grade among contractors.

Although most subsidy programs in the county are using CEL, not all seem to be able to enroll a desired amount of children from CEL. For example, a program may have vacancies, but parents do not accept an enrollment opportunity because of these reasons.

- Inaccessible by public transportation
- Distance too far for the parent
- Schedule does not meet parent's need

What can these programs do?

Programs can join 4C's by employing their own outreach and target families and children at nearby schools, community centers, public libraries, clinics, food banks and church functions.

In addition, programs can develop literature and attend special events with other community based organizations to disseminate their publications.

Contractor Recommendations

Users agree that focus groups should be held at least once every 6 months or upon contractor request.

Contractor focus groups and site visits provide CEL Administrators critical feedback on its system.

Feedback findings are as follows:

- ❖ Santa Clara Unified School District contractors recommend that CEL include a "CD 7617" and "Notice of Action" forms for enrollment purposes

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CEL Data

Statistical Information

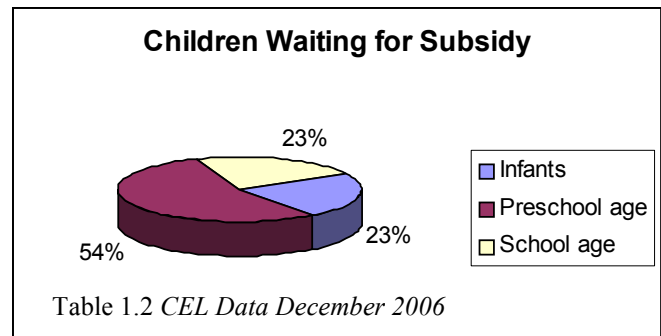
The number of eligible families and children rises dramatically every month. The following table depicts the number of available CEL participants throughout Santa Clara County.

Table 1.1 *CEL Data December 2006*

City	# of Families	# of Children
San Jose	2,876	4,134
Sunnyvale	346	492
Santa Clara	246	368
Gilroy	235	348
Mountain View	140	190
Milpitas	126	182
Morgan Hill	116	174
Campbell	89	121
Palo Alto	37	58
Cupertino	25	37
San Martin	18	23
Los Gatos	15	17
Alviso	4	7
Los Altos	3	3

Santa Clara County

4,276 families
 6,154 children
 1,460 infants
 3,318 preschool age
 1,404 school age



- ❖ Contractors request CEL publications be made available for families interested in applying
- ❖ Programs find that families exclude the secondary parent to qualify for assistance to "boost their name on the list"
- ❖ Create CEL system compatibility with Apple computers

NOTE: CEL Software developers suggest Apple computer users purchase **Parallels by Macintosh** software for CEL compatibility. Visit www.parallels.com for more information or call Jorge Ceballos at (408) 487-0749 ext.236.

CEL is working to "fine tune" the system to meet the needs of the users. The forms needed by contractors will be considered as a potential future CEL enhancement.

4C staff understands that creating CEL program awareness among Santa Clara County is a priority. As a result, CEL staff are finalizing literature (brochure and postcard) that will be used to inform the general public on the eligibility list.

Rank 99

Over income



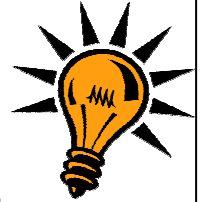
Rank 99 families are over income CEL participants that originally qualified for subsidy at initial entry. Once families update their information, every three months, some become ineligible for this reason.

Over income is determined by the Income Requirement table set forth by the California Department of Education.

Currently, CEL has 21 families ranked 99.

Reminder

*Family Summary Reports-
Updating the CEL*



Updating Family Records on the CEL system is a monumental task. CEL needs the help of all contractors in order to keep family records accurate.

Once users generate and print a Family Summary Report based on their search criteria, please indicate any changes to family information on the report, such as disconnected phone number, already receiving services, wrong number, income changed, etc.

We ask that contractors submit their report(s) via fax to 4C's Attn: Jorge Ceballos at (408) 487-0762.

Everyone's help is greatly appreciated. CEL thanks those contractors that have begun to submit their reports.

CalWORKs Clients

*Cash Aid Families
(Stage I, II & III)*



The CEL holds no active CalWORKs participants. Current cash aid (Stage I) families qualify for immediate assistance paid for by the county.

There is no waiting period for current cash aid or former cash aid families.

Former cash aid (Stage II & III) families are referred to Alternative Payment Programs to qualify for child care assistance. These programs are 4C's, Choices for Children and PACE.

Contractor referrals that are identified by 4C CEL staff as cash aid recipients are forwarded to the County or an Alternative Payment Program.

4C COUNCIL CEL CONTACTS

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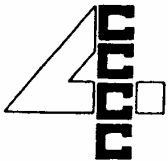
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CEL Publications

CEL literature will be coming soon.

Subsidized Child Care Programs will be able to offer eligible families CEL literature on applying for subsidy.



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